

DEPARTMENT OF GENERAL SERVICES

Division of Engineering and Buildings

Bureau of Capital Outlay Management

Copies of the following documents may be viewed during regular business hours from 8:15 a.m. until 5 p.m. in the office of the Bureau of Capital Outlay Management, 3rd Floor, 202 N. Ninth Street, Richmond, VA 23219. Copies may be downloaded at no cost from the Bureau's website, <http://bcom.dgs.virginia.gov> . Printed copies may be obtained for \$50 per copy. An order form, which must accompany all payments, may be downloaded from the above website. An order form may also be obtained by writing to the Bureau or by personal appearance at the above address. Payment can be made by cash, check, or credit card (VISA and MasterCard only). Checks should be made payable to the Treasurer of Virginia. As the Bureau cannot accept payments directly, please return completed order forms and payments to the DGS Fiscal Services address noted on the order form.

Questions regarding interpretation of these documents may be directed to W. Michael Coppa, Director, Bureau of Capital Outlay Management, 3rd Floor, 202 N. Ninth Street, Richmond, VA 23219, telephone (804) 786-4398, FAX (804) 225-4709 or e-mail Mike.Coppa@dgs.virginia.gov .

Guidance Documents:

2004 Construction and Professional Services Manual, Oct 2004 (Rev 1), § 2.2-1132

Bureau of Facilities Management

Copies of the following documents may be viewed during regular business hours from 8 a.m. until 4:30 p.m. in the office of the Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Janie Barnes, 203 Governor Street, Richmond, VA 23219, telephone (804) 371-4807 or FAX (804) 371-7974.

Questions regarding interpretation or implementation of these documents may be directed to Bruce E. Brooks, Director, Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219, telephone (804) 371-4807, FAX (804) 371-7974 or e-mail bruce.brooks@dgs.virginia.gov.

Guidance Documents:

Department of General Services Directive 3-90, Cable Installation, March 1990, § 2.2-1129 et seq.

Department of General Services Directive 12A, Agency Space Plans, § 2.1-481.

Department of General Services Directive No. 14, Policies and Procedures for the Use of Parking Facilities, November 13, 2008. §2.2-1172 Code of Virginia and §4.6-04c of the Appropriation Act

Department of General Services Directive No. 15, Indoor Clean Air, April 27, 2005, § 15.1-291.1 et seq.

Division of Real Estate Services

Copies of the following documents may be viewed during regular business hours from 8:15 a.m. until 5 p.m. in the office of the Division of Real Estate Services, 1111 E. Broad Street, 2nd Floor, Richmond, VA 23219. Copies may be obtained by contacting the Division of Real Estate Services, 1111 E. Broad Street, 7th Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673, or e-mail anya.brown@dgs.virginia.gov. These documents may also be downloaded, at no charge, from our website at: www.dgs.virginia.gov/DRES.

Questions regarding interpretation or implementation of these documents may be directed to Charles Hess, Director, Division of Real Estate Services, 1111 E. Broad Street, 2nd Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673 or e-mail charles.hess@dgs.virginia.gov.

Guidance Documents:

Department of General Services, Division of Engineering and Buildings, Directive No.1 (revised) dated June 15, 1984, Attachments K and L, revised August 12, 1986. DGS Document #DGS-30-550.

Real Property Management Manual, Chapter One: Acquisition by Lease, issued December 15, 1993, revised July 1, 2008. DGS Document #DGS-30-504.

Real Property Management Manual, Chapter Two: Fee Acquisition, issued December 10, 2002. DGS Document #DGS-30-540.

Real Property Management Manual - Chapter Five: "Leasing Land and Space for Placement of Communication Towers And Antennas On State-Owned Property," issued December 19, 1997. DGS Document #DGS-30-560.

Division of Purchases and Supply

The following document is available at no cost at www.eva.virginia.gov. This publication is only available electronically. Questions regarding interpretation or implementation of this document may be directed to Sherie Sensabaugh, Division of Purchases and Supply, 1111 E. Broad Street, P. O. Box 1199, Richmond, Virginia 23218-1199, telephone (804) 786-3846, FAX (804) 371-7877 or e-mail bob.sievert@dgs.virginia.gov.

Guidance Document:

Virginia Business Opportunities (VBO) Ads